



IN REPLY PLEASE REFER TO

Clerical Typing
Reimbursement of Costs

State of New Jersey
DEPARTMENT OF TRANSPORTATION

JOHN P. SHERIDAN JR.
COMMISSIONER

1035 PARKWAY AVENUE
CN 500
TRENTON, NEW JERSEY 08625

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MEMORANDUM

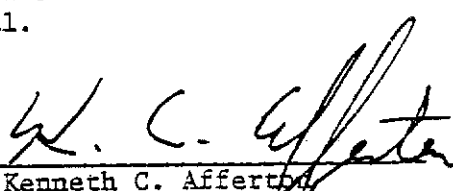
All Design Units

Pursuant to recent meetings with representatives of the Consultant Engineers Council (CEC) and Mr. Jack Freidenrich's direction, the reimbursement to consultants for word processing/typing costs associated with clerical work shall be as follows:

Consultants shall be allowed to bill clerical salaries as direct labor costs if their accounting systems can properly segregate all clerical expenses incurred. If a consultant cannot segregate clerical time between direct and indirect for all jobs with all clients, then said consultant shall not be allowed to bill the Department directly for these costs in any manner.


Those consultant firms which can segregate clerical expenses as described above will be identified during the agreement process (Policy and Procedure No. 3.115-B and subsequent revisions) by the Director, Division of Accounting and Auditing.

The Titles and wage rates for which clerical reimbursement will be made shall be subject to normal Department review and approval.


Kenneth C. Afferton
Chief Engineer, Design

KCA:MDC:cs

CONCURRENCE:


Jack Freidenrich
Director of Engineering & Operations